

	<div>Montana Operations Manual</div> <div><i>Procedure</i></div>	Policy Number	1120.X02.S01.P03
		Effective Date	August 16, 2011
		Last Revised	August 16, 2011
Issuing Authority	State of Montana Chief Information Officer		
Biennial Information Technology Reporting			

I. Purpose

The Biennial Information Technology Reporting Procedure (Procedure) defines the steps that each Agency shall follow to prepare and submit to the Chief Information Officer (CIO) an Agency Biennial Information Technology Report (Agency Biennial IT Report) that evaluates progress toward the objectives articulated in its Agency Information Technology Plan (2-17-524, MCA).

II. Scope

This Procedure applies to the CIO as required under 2-17-521(4), MCA, and to executive branch agencies, excluding the university system, as required under Section 2-17-524(3), MCA.

III. Requirements

- A.** The CIO shall prepare a state Biennial Report for Information Technology based on Agency Information Technology Plans and progress reports.
- B.** The CIO shall carry out all powers and duties of the Department as assigned by the Department Director.
- C.** Each Agency shall prepare and submit to the CIO an Agency Biennial IT Report that evaluates progress toward the objectives stated in its Agency Information Technology Plan.

IV. Roles and Responsibilities

- A.** (June – September of each even-numbered year) – The CIO shall solicit input from the Information Technology Managers Council regarding the form and content for Agency Biennial IT Reports.
- B.** (September of each even-numbered year) – The CIO shall distribute the form, format, and instructions to be used by Agencies for preparing and submitting their Agency Biennial IT Reports. This information will be published on the DOA/SITSD website: <http://itsd.mt.gov/stratplan/default.mcpix>

- C. (September - November of each even-numbered year) – Each Agency shall prepare and submit to the CIO an Agency Biennial IT Report that evaluates progress toward the goals and objectives described in its previous biennium's Agency Information Technology Plan.
- D. (October – November of each even-numbered year) – The CIO shall draft the state Biennial Report for Information Technology using input from Agency Biennial IT Reports.
- E. (December of each even-numbered year) – The CIO shall publish Agency Biennial IT Reports on the DOA/SITSD website:
<http://itsd.mt.gov/stratplan/default.mcpix>.
- F. (December of each even-numbered year) – The CIO shall publish the state Biennial Report for Information Technology and shall deliver it to the Legislature. The report will also be published on the DOA/SITSD website at
<http://itsd.mt.gov/stratplan/default.mcpix>.

V. Definitions

Agency Biennial Information Technology Report – An Agency report that evaluates progress toward the objectives stated in its Information Technology Plan.

Information Technology – Hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. Reference [2-17-506\(7\), MCA](#).

State Biennial Report for Information Technology – A state report that is based on Agency Information Technology Plans and performance reports. The report includes an analysis of the state's Information Technology infrastructure, an evaluation of performance relating to Information Technology, an assessment of progress made toward implementing the State Strategic Plan for Information Technology, an inventory of state Information Technology services, equipment, and software, Agency budget requests for major projects, and other information as determined by the department or requested by the Governor or the Legislature.

Refer to the [Statewide Glossary: Information Systems Policies and Standards](#) for associated terminology

VI. Changes and Exceptions

The [Statewide Procedure: Developing Statewide Information Systems Procedures and Guidelines](#) shall govern procedure changes or exceptions. Submit requests for a review or change to this instrument by an Action Request form. Submit requests for exceptions by an Exception Request form. Changes to procedures shall be prioritized and acted upon based on impact and need.

VII. Closing

Direct questions or comments about this Procedure to the State of Montana Chief Information Officer at SITSD Service Desk (at <http://servicedesk.mt.gov/ess.do>), or:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

VIII. References

A. Legislation

1. [2-17-505, MCA](#), Policy
2. [2-17-512, MCA](#), Powers and duties of department
3. [2-17-514, MCA](#), Department – enforcement responsibilities
4. [2-17-522, MCA](#), State strategic information technology plan – distribution
5. [2-17-516, MCA](#), Exemptions – university system – office of public instruction – national guard
6. [2-17-523, MCA](#), Agency information technology plans – policy
7. [2-17-524, MCA](#), Agency information technology plans – form and content – performance reports
8. [2-17-526, MCA](#), Information technology project budget summary
9. [2-17-527, MCA](#), Agency information technology plans – review and approval – updates

B. Policies, Directives, Regulations, Rules, Standards, Procedures, Memoranda

1. Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards
2. Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards

3. Information Technology Planning (Policy)
4. Information Technology Planning (Standard)
5. State Strategic Plan for Information Technology Procedure
6. Agency Information Technology Plan Procedure
7. Biennial Information Technology Reporting Procedure

IX. Administrative Use

Scheduled Review Date: January 1, 2012

Changes: NA